

AoA's Student Career Experience Program (SCEP)

The Student Career Experience Program (SCEP) provides for long-term, committed, career-track work experience which must be directly related to the student's academic field of study and career goals. Participants of the SCEP Program may be non-competitively converted to term, career-conditional, or career appointments following the successful completion of all academic and work experience requirements within a certain time limitation. The SCEP Program is designed to combine classroom learning with practical on-the-job experience and training; as well as to assist in the development of students for opportunities at entry-level positions. It enables the student to apply the theory and skills learned in the classroom to the on-the-job training. The program provides for a solid foundation of training and developmental experiences for students working within the Administration on Aging

A student accepted for participation into the SCEP Program is referred to as a student trainee and is appointed to excepted service.

Current Opening - Program Analyst Trainee (Closes 10/31/2010):

The Administration on Aging (AoA) provides funding to support one of the nation's largest providers of home- and community-based care for older persons and their caregivers. A lead partner of the National Aging Network, AoA's mission is to assist elderly individuals to maintain their independence and dignity in their homes and communities through comprehensive, coordinated, and cost effective systems of long-term care, and livable communities across the United States. The position is located in the Office of Budget and Finance, Center for Management and Budget, Washington DC.

As a Program Analyst Trainee, you will participate in developmental assignments designed to give real world experience in Federal budget formulation, execution and financial management.

The primary duties of this position involve the following:

- Under the direction of the supervisor and/or senior analysts, assist with maintenance of budget records using Microsoft Excel to provide ongoing tracking of resources;
- Perform periodic analysis and reconciliation of amounts in tracking spreadsheets;
- For needed corrections, prepare correspondence and forward to senior analyst for review and transmittal;
- Assist senior analyst with year-end closeout for administrative and programmatic activities; and,
- Provide support to senior analysts in the development of budget exhibits and technical schedules and preparation of budget narratives.

To Apply:

Send your resume, cover letter and a copy of your transcripts to cory.gilbertson@aoa.hhs.gov by no later than Midnight, October 31, 2010. Please ensure your submission describes how your current educational program, skills, and experience address the major duties of the position.

All submissions will be reviewed and qualified candidates may be contacted by the selecting official

Individuals selected as SCEP Program participants and their academic institutions will be required to complete a written student agreement.

Student Eligibility Requirements

The student eligibility requirements for the SCEP Program remain consistent with U.S. Office of Personnel Management (OPM), Code of Federal Regulations (5 CFR 213.3202). In order to be appointed, a SCEP Program participant must be:

- A student enrolled or accepted for enrollment as a degree - (diploma, certificate) seeking student with a half-time academic / vocational or technical course load in an accredited high school, technical or vocational school, two or four year college or university, graduate or professional school. Half-time for undergraduate students is generally nine (9) credit hours; while for graduate students it is generally six (6) credit hours.
- A student must be in good standing with his or her academic institution.
- A student must have and maintain a cumulative academic grade point average (GPA) of a 2.0 or better.
- A United States citizen at the time of non-competitive conversion to a term, career-conditional, or career appointment. The agency may appoint non-citizens provided that the student is lawfully admitted to the United States as a permanent resident or otherwise authorized to be employed.
- An individual of sixteen years of age or older. No maximum age restrictions exist for the overall SCEP Program (5 CFR 338.601).

In addition, the 5 CFR 213.3202(d) (8) authorizes agencies to develop qualifications standards for evaluating SCEP Program participants. Thus, the Administration on Aging *Procedures for Student Career Employment Program* discusses evaluation, initial appointment, promotion, and conversion requirements for the student employees.

Optional Work Schedules

The student trainees' employment and work experience can be part-time and/or full-time based on the supervisor's needs for a particular position. The work schedule and job responsibilities cannot interfere with the students' academic courses and program curriculum. Whatever, the work schedule agreed upon; the SCEP Program requires that

all participants be either working and/or attending school at all times. The following optional work schedules are possible:

Parallel Work Schedule - part-time work year-round with concurrent school attendance; works well if attending an academic institution near the work site.

Alternative Work Schedule - full-time school attendance when classes are traditionally in session (fall, spring, winter); and full-time work, typically in summer, when school is not traditionally not in session.

Combination of part-time and full-time work; typical with a changing academic course schedule (fall, spring, winter).

“Breaks in program” are permitted but must be approved by the supervisor and the SEEP Program Coordinator.

Student Agreement

SCEP Program participants and their academic institutions are required to complete a written student agreement (or contract) with the agency for the following reasons:

- The written agreement allows for the development of relationships, a mutual understanding of expectations, and a confirmation of accountabilities and responsibilities between the Federal agency, the academic institution, and the student.
- The written agreement states the student trainees’ agency program requirements; the nature of the work schedule and assignments; and how both will be integrated into class attendance, evaluation and performance procedures, and requirements for continuation in and successful completion of the SCEP Program.